



INDIVIDUAL POSITION DESCRIPTION AND PERFORMANCE STANDARDS

State Form 7345 (R2 / 11-95)

Position title				Name of employee								Name of supervisor							
General purpose of position:																			
DATE REVIEWED																			
SUPERVISOR'S INITIALS																			
EMPLOYEE'S INITIALS																			
AREAS OF RESPONSIBILITY (TASKS, DUTIES, ASSIGNMENTS)				ESSEN. NON-ESS.	PERFORMANCE STANDARDS											QL = QUALITY QN = QUANTITY TM = TIMELINESS			



INDIVIDUAL POSITION DESCRIPTION AND PERFORMANCE STANDARDS
(CONTINUED)

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